

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
January 28, 2015
West Cal Arena & Events Center
Sulphur, Louisiana**

Meeting was called to order at 5:30 p.m. by Coy Vincent

Invocation pronounced by Mike O'Quinn

Pledge was led by Coy Vincent

ROLL CALL:

Roll call was made with the following results:

Present: Coy Vincent-Chairman	Meg Lovejoy-Vice Chairman
George Vincent-Board Member	Evelyn White-Board Member
Mike O'Quinn-Board Member	J.C. Cormier-Board Member
Adrian Moreno-Executive Director	Joyce Anderson-Operations Manager

Absent: Greg Robertson-Secretary/Treasurer

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Mr. Moreno requested to add Chuck Kinney to the agenda prior to the Approval of Minutes to allow him an opportunity to address the board.

Meg Lovejoy made a motion to accept the proposed agenda as amended. Mike O'Quinn seconded the motion. All voted and approved.

CHUCK KINNEY:

Mr. Kinney requested to address the board after receiving a notice from the Louisiana Board of Ethics regarding an assessment that was handed down to him. The Louisiana Board of Ethics has issued a penalty to Mr. Kinney for not submitting in a timely manner the Tier 2.1 Financial Disclosure Form for the 2012 fiscal year. Mr. Kinney informed the board that his tenure on the Authorities board of directors ended in December 2011. The Financial Disclosure form was finally completed and received by the Board of Ethics in December 2014 and they have consequently issued a late penalty for the time that has passed since the first request was made in January 2014. The board agreed to assist Mr. Kinney in whatever way they could to expedite any appeals process for this assessment. Mr. Moreno stated that he had contact the Authorities legal counsel to provide any legal assistance on the matter and will update the board on the progress.

APPROVAL OF MINUTES:

Evelyn White made a motion to accept the December 2014 minutes as presented. Dr. George Vincent seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno gave a brief summary of the financial reports as presented for December 2014 and explained some of the notable line items with the board. He noted that December typically has less activity scheduled due to the holiday season. With regards to expenses, the line items to note are supplies and concessions which are somewhat over budget, due in large part to preparation for events taking place just after the New Year as well as the Mardi Gras season that will too begin in January. Mr. Moreno also explained why some of the budget amounts may appear somewhat out of budget and that many of the expenses carried some uncertainties concerning the Events Center with no historical actuals to base various income and expenses from. Also, with December ending the 2nd Quarter, Mr. Moreno reported that with regards to oval income and expenses, the organization is doing significantly well and within budget.

Mr. Moreno also reported that although not on January's financial statement, final funding from the Capital Outlay grant, Burton Coliseum Tax and the 2nd Qtr. Hotel/Motel taxes collections have all been received and will be reflected on the February statement.

Meg Lovejoy made a motion to accept the December 2014 financial reports as presented. Evelyn White seconded the motion. All voted and approved.

OLD BUSINESS:

A. Phase II Events Center Update (Mr. Broussard)

Mr. Broussard gave an update on the Phase II Events Center Project's outstanding punch list items.

The carpet near the restrooms has been removed and replaced with a similar pattern of terrazzo flooring that is in the lobby.

Mr. Moreno has been working closely with Johnson Controls on getting all settings correct on the air system. This project is also nearing completion.

With regards to the lighting issues in the exhibit hall, the lighting company representatives have recently visited the site to inspect and observe the related deficiencies and accept that there is an issue with the system. Mr. Moreno will schedule a time for these representatives to come back out when time allows between events and further research these items.

The stage curtain in the Events Center is still being discussed with regards to the material stretching and how it can be corrected. Mr. Broussard is currently looking for a seamstress that would be able to re-hem the bottom of the curtain so that it does not drag the ground.

The fountain has recently experienced some unfortunate mechanical issues. The discussion of whose responsibility it is to correct the issue is still being resolved. The sub-contractor has informed administration that it will however be repaired and running in time for the ribbon cutting.

Due to yet another factory defect, both of the hot water boilers are being replaced. The manufacturer is convinced that something in the water is causing the defects in the heaters but has agreed to replace the equipment with an alternate type of lining that should correct the problem.

NEW BUSINESS:

A. Review and discuss Bessette Development Invoice #26 for Phase II Events Center Project

Mr. Moreno presented Invoice #26 from Bessette Development in the amount of \$116,231.00 for Phase II Events Center Project for completion of miscellaneous punch list items that are complete.

Evelyn White made a motion to accept and pay Bessette Development Invoice #26 in the amount of \$116,231.00 as presented. Meg Lovejoy seconded the motion. All voted and approved.

B. Review and discuss Invoice #26 from Ellender and Broussard for Architectural and Engineering Services-Phase II Events Center Project

Mr. Moreno presented Invoice #26 from Ellender and Broussard in the amount of \$1,778.33 for Architectural and Engineering Services for Phase II Events Center Project.

Meg Lovejoy made a motion to accept and pay Ellender and Broussard Invoice #26 in the amount of \$1,778.33 as presented. Mike O'Quinn seconded the motion. All voted and approved.

C. Review and discuss invoices from Futch Design Associates dated 1/22/15 for food service design and consulting services (PM fees).

Mr. Moreno presented two invoices dated 1/22/15 from Futch Design Associates for food service design and consulting fees for a combined amount of \$4,550.00. This payment finalizes the consulting fees associated with the design of the catering kitchen in the Events Center.

Meg Lovejoy made a motion to accept and pay Futch Design Associates Invoices for a total amount of \$4,550.00. Evelyn White seconded the motion. All voted and approved.

D. Review and discuss 2015 committee assignments

Coy Vincent presented the committee assignments for 2015. Mr. Vincent also would like the Human Resources committee to schedule a meeting to discuss updates to the Employee Handbook and also made the board aware that the Executive Director's contract will be up for renewal in November of this year.

E. Meg Lovejoy

Meg Lovejoy made a suggestion to add a comment box at the arena to allow our customers to leave suggestions or comments for the administrative staff.

DIRECTOR'S REPORT:

Mr. Moreno gave a brief update on the current operations:

The General Liability Policy for the complex was renewed last week. The rate for 2015 has increased in large part because of the increased liability exposure with the liquor license and the projected incomes from those sales held at the Events Center. The rate however is still very reasonable. He pointed out that the administration is taking a very proactive approach to ensure that all of the staff is properly trained in Responsible Vending in an effort to minimize the risks due to impaired patrons.

Mr. Moreno informed the board that there is an increasing interest within the local industries for utilization of the facility for various meeting and training space. Mr. Moreno informed the board that one such industry has requested a possible weekly rate for the usage of the meeting rooms.

Evelyn White made a motion to implement a discounted rate for weekly usage of the meeting rooms similar to the non-profit rate already established. Mike O'Quinn seconded the motion. All voted and approved.

Mr. Moreno has also been approached by an individual who requested, signed a contract, and paid their deposit for a date in March 2015. The individual has submitted a letter to the board requesting a refund due to extenuating circumstances. Currently the refund policy stated in the contract allows for a full refund of any deposits within 6 months of the anticipated date. After discussion the board agreed that although they sympathized with the clients circumstances, the contract was very clear as to the refund policy and that they would have to stand behind this document and would not be able to issue a refund.

Mr. Moreno lastly invited the board to the Ribbon Cutting Ceremony for the new Events Center which has been scheduled for February 11, 2015 at 4:00 p.m. He went over a few details of the event and encouraged all of the board members to attend.

PUBLIC COMMENTS:

None

ADJOURNMENT:

With no further business to discuss, Coy Vincent entertained a motion to adjourn.

The next regular meeting of the Board of Directors will be held on Wednesday, February 18, 2015 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.